



## **PUNJAB PUBLIC SERVICE COMMISSION**

### **JOB DESCRIPTION FOR THE POST – DATA BASE ADMINISTRATOR (28M2024)**

#### **Main Responsibilities and Tasks**

1. Extensive knowledge of SQL (structured Query Language) and oracle database platforms.
2. Initialization' configuration and, maintenance of enterprise data base servers, network designing and trouble shooting.
3. Management of database servers and backup strategies.
4. Responsible to perform query optimization, database design and provide support, writing complex queries, stored procedures/function, views DDL (Data Definition Language)/ DML (Data Manipulation Language), Scripts review/feedback to other term.
5. Responsibilities include designing, maintenance, implementation and Administration of data-Centres infrastructure for database Servers.
6. Data remains consistent across the database.
7. Data is clearly defined
8. Data replication
9. Development and implement strategic, operational and technology plans for the project.

#### **Occasional Tasks And Responsibilities**

10. Planning data flows for a new database Mapping out of the conceptual design for planned data base in outline.
11. Mapping out of the conceptual design for planned database in outline.
12. Refining the Logical design so that it can be translated into a specific data model.
13. Further refining the physical design to meet storage requirements data dictionary(meta data)
14. Writing database documentation including data standards, procedures and definition for the.
15. Controlling access permission and privilages.
16. Ensuring that storage, archiving, backup and recovery procedures are functioning correctly.
17. To supervise and mange web application.
18. To exercise extension professional and technical knowledge in executing department policy/and in directing automatic data processing activities.
19. Develop data warehouse and its application essential.
20. To Conduct Training.
21. To prepare Planning Monitoring and evaluation Reports.